

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER

2. NAME (LAST-FIRST-MIDDLE)

PREFARED: 10/25/74

3. NATURE OF PERSONNEL ACTION <b>LEGISLATIVE PAY ADJUSTMENT</b>				4. EFFECTIVE DATE MO. DA. YR. <b>10 13 74</b>	5. CATEGORY OF EMPLOYMENT <b>CONTRACT-TYPE A (F)</b>
6. FUNDS → V TO V      V TO CF CF TO V      CF TO CF				7. FAN AND NSCA <b>5276-4160</b>	
9. ORGANIZATIONAL DESIGNATIONS <b>CIA DIRECTORATE OFFICE OF PERSONNEL</b>				8. CSC OR OTHER LEGAL AUTHORITY	
				10. LOCATION OF OFFICIAL STATION <b>DISTRICT OF COLUMBIA, USA</b>	
11. POSITION TITLE <b>SPECIAL SERVICES CFF</b>				12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>(FULL TIME) GS</b>		15. OCCUPATIONAL SERIES <b>0230.12</b>	16. GRADE AND STEP <b>IC 4</b>	17. SALARY OR RATE <b>\$* 15530 LEI: G20473</b>	
18. REMARKS - - - - - STATUS INFORMATION - - - - - DATE OF BIRTH: 012629 SEX: M MARITAL ST: MAR NO. DEPENDENTS: 02 CITIZENSHIP: US/BIRTH LENGTH OF CONTRACT: 061156 FED SERVICE COMP: G41751 TYPE RETIREMENT: CSC HOSPITALIZATION: F PLAN: 422 FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 8 S/L IND: 4 25X1A - - - - - CONTRACT INFORMATION - - - - - EFF DATE: 070174 EXPIRATION DATE: 1ACEN DATE ORIG CONTRACT: G70174 REFERRING OFFICER: CP ADMIN REF CRG: PERS PHONE: [REDACTED] - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - TAX STAFF: N FED EXMP: STATE EXMP: STATE: TRAVEL: MA CPS EXPNS: N HOUSING: N POST/EQUALS: N FLARE LEAVES: C DIFFERENTIAL: N OFFSET CLAUSE: STD GOVT: N LEGISL PAY: Y PREMIUM PAY: A ALLOWANCE COMP: N EDUCATION: N STEP INCRS: Y OTH TAX ENCL: N OTHER ALLOWAS: N SEPARATION: N					

\* ITEMS PRECEDED BY AN ASTERICK \* REFLECT CHANGED DATA

SIGNATURE OR OTHER AUTHENTICATION

1. The Employee Activity Association is responsible for the facilities, equipment, and administration necessary to provide over 5,000 members <sup>with</sup> a variety of off-duty activities similar to those made available to employees in other government agencies. By major category these activities are:

ATHLETIC CLUBS AND LEAGUES - Athletic activities attract a large number of participants. Interest has been sufficient to organize leagues in men's and women's softball, men's and coed volleyball, football, bowling, and tennis. In addition, clubs have been formed for instruction in golf, karate, rifle and pistol shooting, trap and skeet shooting, and running. The EAA organizes these leagues and clubs, arranges schedules, provides fields and courts of play, provides officiating at these events, and awards trophies for league winners.

SOCIAL-CULTURAL - The EAA makes possible several clubs in which employees can meet with each other in a social atmosphere and ~~mutually~~ further their knowledge and interest in cultural activities. Included in this group are the following clubs:

Art	Photography
Bridge (Duplicate & Rubber)	Riding

Chess Stamp Collection  
Coin Collection Prayer  
Garden Symphony Orchestra  
~~Glee~~ Singing  
Knitting-Crocheting

The EAA encourages the formation of these and other clubs, assists in publicity and enrollment of new members, arranges meeting places, and provides financial assistance where necessary.

SELF-IMPROVEMENT - Agency employees have shown a wide variety of interests in self-improvement areas. Examples of the types of instruction that have been provided through the EAA are:

Audio	Judo
Auto Maintenance	Karate
Banjo	Modern Dance
Boat Safety	Pilot Ground School
Bridge	Public Speaking
Crafts	Tennis
Golf	Sailing
Guitar	Slimnastics
Fencing	

The EAA is the center of information for these activities and is responsive to new ones in which enough interest is shown to initiate a group.

SPECIAL EVENTS - The EAA also responds to interests in certain seasonal activities. Currently, the EAA has arrangements for group fishing and ski trips. In addition, the EAA owns a variety of camping equipment which it maintains and rents to members at nominal cost. Those interested in group travel can obtain ~~EAA'S~~

from

information and assistance<sup>A</sup> on tours available through affiliation with the State Department Recreation Association.

PHYSICAL CONDITIONING (EXERCISE ROOM) - For those interested in physical conditioning and exercise programs, the Agency provides a running track and an equipped exercise room attended by a physical fitness instructor. Included in the exercise room are showers, lockers and laundry facilities. The exercise room is scheduled so as to provide maximum availability to both men and women and those working irregular hours on shifts as well as employees who work the normal daytime hours.

TICKET SALES - Agency employees have shown a great deal of interest in EAA's ticket window as evidenced by FY 1974 sales which exceeded \$168,000. In addition to the sale of some "hard tickets" for special events, EAA has Ticketron and voucher capability for the major entertainment and sports centers, shows, and dinner theaters in the area. Without disruption to the workday, an employee can purchase tickets in the headquarters building to these events. Arrangements have also been made for employees in other buildings to use this service without having to leave their place of work.

2. Five contract personnel are required to carry on the foregoing programs. Their functions are as follows:

COORDINATOR - The incumbent is responsible for the overall direction of the EAA programs, the supervision of three other contract employees, and liaison with recreation and sports centers and other recreation associations. In addition, the incumbent reviews existing programs, develops new activities where interest is indicated, and is responsive to suggestions, complaints, and requests of EAA members. The Coordinator also works with the chairpersons of the various activities in the preparation of proposed budgets. While the activities and clubs function as a non-official employee association, it is essential that cover and security be fully considered in all that they do. The EAA Coordinator is responsible for this consideration.

SPECIAL SERVICES ASSISTANT - The incumbent of this position is responsible for the sports program and maintenance, storage and rental of camping equipment. Since several major sports are involved, employees are participating in one or more of them the year round. The incumbent organizes teams, schedules games, arranges for fields and their

preparation and marking, arranges for basket-ball courts, <sup>purchases equipment,</sup> provides officials for all games, and assists in the budget preparation for athletic activities. In addition, the incumbent supervises the Physical Fitness Room in the absence of the Physical Fitness Instructor.

PHYSICAL FITNESS INSTRUCTOR - Incumbent instructs employees in the proper use of equipment in the Exercise Room and advises them on proper exercise programs. Such instruction is essential to prevent strains, overexertion and other self-injury through improper use of exercise equipment. Incumbent also provides minor maintenance and repairs of exercise equipment and advises when it needs replacement or new items are appropriate. In addition, incumbent collects fees for Exercise Room use, insures that all facilities, including showeres and locker rooms, are maintained in a hygienic conditions, and complies statistics on use of the Exercise Room. In FY 1974 the Exercise Room was used over 26,000 times.

CLERICALS - Two clerical positions are required. One is full-time and one is part-time. Incumbents type correspondence with vendors, prepare newsletters and schedules for EAA Clubs, and answer

questions concerning EAA activities. In addition to these routine clerical duties, incumbents operate the Ticketron machine and make voucher sales by telephone with Capital Centre, Arena Stage, Fords Theater, Shady Grove and various dinner theaters. This activity requires daily cash balancing. Incumbents also process new memberships and operate a detailed follow-up procedure for renewals when an employee's membership expires. Part of this procedure involves checking the members cover status before issuing membership credentials. Incumbents also compile statistics to determine <sup>which</sup> activities members are most interested in.